

CENTRAL INTELLIGENCE AGENCY REGULATION

8. RECORDS MANAGEMENT

A. There is established a Records Management Program for CIA which covers, but is not necessarily restricted to:

- (1) The identification of vital materials and their movement to a repository for safe keeping.
- (2) Development of disposal lists for all file series to provide for their systematic retirement.
- (3) Inventories of all files and filing equipment to determine the volume, types, filing arrangement, record character and retention periods for documents and the quantity, value and effectiveness of use of filing equipment and space occupied by files.
- (4) Standardization of filing systems, filing equipment and procedures for the maintenance of files.
- (5) Records Management surveys to promote efficient operations relating to records.
- (6) Recommendations for labor-saving devices to assist in reducing the cost of preparation and storage of records.
- (7) Training courses for Area Records Officers and Record Analysts.
- (8) Development of microfilming projects for records which lend themselves to the process for the reduction of space required for storage.
- (9) Advice on other matters relating to records, including procedures for the downgrading of security classification of documents.

B. Definitions

(1) Record Material

Records of CIA are defined to include all books, papers, maps, photographs, films, recordings or other documentary material regardless of physical form or characteristics, made or received by any portion of CIA in pursuance of Federal law or in connection with the transaction of public business and preserved or appropriated for preservation by CIA or its legitimate successor as evidence of the organization, functions, policies, personnel, decisions, procedures, financial or legal transactions, operations or other activities or because of the informational value of data contained therein.

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NUMBER

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14 July 1951

(2) Nonrecord Material

Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included within the definition of the word "record" as used in this Regulation. "Records" and "record material" may be used interchangeably.

(3) Vital Material

Vital Materials are those specific items in the possession of CIA which are essential to the Agency on a continuing basis and which, in the event of destruction, would constitute a serious or irreplaceable loss.

C. Responsibilities

- (1) The Advisor for Management will provide policy advice and general guidance.
- (2) The Chief, Administrative Services is responsible for the administration of the Records Management Program and will:
 - (a) Designate offices of record at points of use to contain record copies on matters of primary interest.
 - (b) Establish and operate a records center to provide storage for non-current, semi-active and archival material and a repository for vital material.
 - (c) Authorize the ultimate disposition of CIA records to the National Archives.
 - (d) Designate a CIA Records Officer to formulate, define and review progress of the various program phases.
- (3) Each Office head will designate in writing to the Chief, Administrative Services an Area Records Officer, preferably grade GS-11 or higher, who will have the responsibility for maintaining an internal records program.
- (4) The CIA Records Officer will serve as the CIA Archivist and as the CIA Liaison to the National Archives, General Services Administration, and other agencies on records problems.
- (5) Storage maintenance and indexing of all vital material received at the repository will be the responsibility of the chief of the field installation where the repository is located.

**Deputy Director (Administration) Effective: 14 July 1951
Rescind : Pages 1-2 of 40-6
1 April 1951**

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22 SEP 1952

MEMORANDUM FOR: Chief, RI

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FROM: General Services Survey Team

SUBJECT: Survey of RI

1. Reference is made to the meeting of 9 September 1952 at which the Chief, Office of General Services and the Chief, Records Integration Staff agreed to a survey of RI by a team from General Services.

2. It is requested that the following listed General Services team personnel be admitted to DD/P records and records systems:

3. The purposes of this survey will be to:

- a. Examine the records activities of the elements of the DD/P Complex.
- b. Analyze RI procedures and methods.
- c. Investigate the potential of machine applications to DD/P records.
- d. Examine the subjective nature of DD/P records material.

4. It would be appreciated if the Chief, RI would introduce the above listed members of this Survey Team to the RI Branch Chiefs and Section Supervisors and acquaint RI personnel with the objectives of this survey.

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13 November 1952

MEMORANDUM FOR: DD/P-ADMIN

SUBJECT: Records Management Survey of RI

1. On 9 September 1952 it was agreed that two members of the Staff of the Chief, Office of General Services would have access to DD/P records for the purpose of making a Records Management survey. (Enclosures 1 and 2)

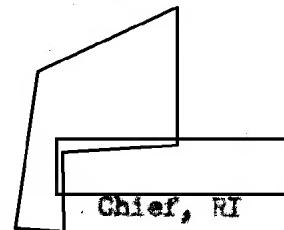
2. During the past two months [redacted] of the Office of General Services have spent only thirty (30) hours in eight (8) of the thirteen (13) Sections of RI.

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3. It is felt that if this survey is to produce any tangible results the survey team should devote more time towards its completion and continuity of study.

4. If the completion of this survey is to be postponed or abandoned, RI would appreciate a report as to the findings and recommendations, if any, of the team.

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Chief, RI

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2 Enclosures:

- 1 - Agency Records Responsibility Discussion, dtd 9 Sep. 1952
- 2 - Survey of RI, dtd 22 Sep. 1952

Distribution:

Orig. & 1 - Addressees

- 1 - Acting Chief/FI
- 2 - RI

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9 September 1952

MEMORANDUM FOR THE RECORD

SUBJECT: Agency Records Responsibility Discussion

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Present:



er, Office of General Services
 Office of General Services
 Office of General Services
 ID/IN/P
 Chief, ID/DD/P
 Archives/ID/DD/P
 Executive Secretariat, ID/P

1. The meeting was arranged to discuss the extent and nature of the responsibility assigned to Chief, Administrative Service (now Office of General Services) by CIA Regulation No. [] with respect to OSS/SIS records and, in addition, (inasmuch as the two are pretty much inseparable) with respect to current and past CIA records with particular emphasis on those presently maintained in the ID/P Registry.

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2. The following conclusions were reached:

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a. General Services, in accordance with the provisions of CIA Regulation No. [] does have responsibility for the ultimate custody and disposition of administrative records. Interim utilization of such records, custody, procedures and so forth is the business of General Services and the pertinent support unit under ID/A provided adequate security protection is afforded to operational matters involved.

b. DD/P (in common with the other functional offices) has the primary responsibility for his own records other than administrative. The General Services function with regard to this category of material is one of procedural advice and guidance when requested, and custody is when the DD/P or other complex is ready to retire the records. I stated that this would be a minimum of 75 years in our case.

c. The line to be drawn between administrative and (for lack of a better word) substantive records is a matter for subsequent definition, as is the day-to-day responsibility for documenting the record with respect to any given specific activity which generates records.

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I refused to hold Division personnel responsible for this. It agreed that a committee should be appointed to be composed of three persons from General Services and three from the DD/P complex to attempt to arrive at a workable delineation of the problem, a definition of administrative records in all categories, and an assignment of responsibility.

d. Based upon any assignment of responsibility worked out by this committee and accepted by both sides for application to current activities, the same yardstick would be applied to OSS/SSU records which would be separated and disposed on that basis. Meanwhile, these records will remain under the complete control of the Director and Executive Officer SSU.

3. As a corollary to the second point above, it was agreed that ^(Records?) a team of General Services personnel would examine present DD/P Registry procedures and make recommendations as appropriate for the improvement of procedural efficiency and service. It should be noted in this connection that DD/P Registry procedures have been surveyed almost ~~as~~ ^{as} recently as in the past with little or no modification or change resulting.



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Executive Secretariat, DD/P

cc: Chief, General Services
Chief, Administration, DD/P
Chief, RL/DD/P ✓

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Chief, FI

21 July 1953

Chief, General Services Office

Records Survey of Records Integration Staff and Western Hemisphere Division

1. There is forwarded herewith ten (10) copies of the Records Survey conducted by a survey team consisting of [redacted] 25X1 [redacted] Chief, Records Management and Distribution Branch, and [redacted] 25X1 [redacted], Chief, Records Services Division, General Services Office.

2. As you are aware, this survey was conducted with some restrictions as to the examination of certain types of communications and review of actual file material. It is not believed, however, that these restrictions have in any way deterred the over-all concept of the survey with respect to an adequate records program for the DD/P. Our recommendations are sincere and objective. The savings are estimates only and may increase or decrease as experience indicates in accomplishing each installation, should the recommendations be adopted. Qualified representatives of the General Services Office will be available to discuss the findings and recommendations with you or your staff at your convenience.

3. To assist you in an evaluation of the findings and recommendations of the survey, it is recommended that you forward copies of the survey to each area division and staff activity under DD/P for review and comment. I believe that the results would be beneficial in connection with the evaluation of the survey itself and also of valuable assistance in determining the future direction of the records program and the requirements of the various DD/P activities.

4. I want to express my personal gratitude for the splendid cooperation which you and the personnel of the Western Hemisphere Division gave in assisting us in the completion of this survey.

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